



The Mike & Sandy Ernsdorff
Childhood Cancer Foundation

Helping kids fight cancer, one trip at a time.

COMPASS TO CARE DOCUMENT RETENTION & DESTRUCTION POLICY

This policy specifies how important documents (hardcopy, online or other media) should be retained, protected and eligible for destruction. The policy also ensures that documents are promptly provided to authorities in the course of legal investigations or lawsuits.

POLICY

1. All Compass to Care personnel with access to company documents are responsible for ensuring that all documents are created, used, maintained, retained, and disposed of in accordance with this Policy.
2. Unless they have been placed on a Legal Hold, documents should not be kept past their retention period, without specific authorization of the President.
3. The original record should be kept consistent with the retention schedule. Copies may be kept less time but in no event should they be kept longer than the stated retention schedule for that document type.
4. Records should be protected in a manner consistent with the sensitivity of data contained therein. Records containing confidential information must be securely maintained, controlled and protected to prevent unauthorized access and to ensure appropriate preservation. Confidential information shall be destroyed at the appropriate schedule by shredding.
5. Records that cannot be destroyed include records of matters in litigation or records with a permanent retention. In the event of a lawsuit or government investigation, the applicable records that are not permanent will be placed in a Legal Hold status and cannot be destroyed until the lawsuit or investigation has been finalized. Once the litigation/investigation has been finalized, the records may be destroyed in accordance with the Records Retention Schedule.

DEFINITIONS

Records - A record is recorded information, regardless of medium that can be retrieved at any time. It includes all **original** documents, papers, letters, cards, books, maps, photographs, blueprints, sound or video recordings, microfilm, magnetic tape, electronic media, and other information recording media, regardless of physical form or characteristic, that are generated and/or received in connection with transacting its business and is related to the Compass to Care's legal obligations.

Compass to Care business records include, but are not limited to, letterhead correspondence, legal opinions, real estate documents, policies, official meeting minutes, purchasing requisitions and invoices, accounts payable and receivable documents, tax documents, reimbursement documents, completed and signed forms, contracts, insurance documents, general ledgers, audit reports, and financial reports. Records can only be discarded when the specified retention period has expired as specified by this policy.

Chicago Corporate Office
6776 N Northwest Hwy, Suite 1D
Chicago, IL 60631

(773) 657-3269

Dubuque Office
900 Jackson St, Suite LL5-2H
Dubuque, IA 52001

CompassToCare.org



The Mike & Sandy Ernsdorff
Childhood Cancer Foundation

Helping kids fight cancer, one trip at a time.

SCHEDULE

The following types of documents will be retained for the following periods of time. At least one copy of each document will be retained according to the following Record Retention Schedule.

Corporate Records	
Articles of Incorporation to Apply for Corporate Status	Permanent
IRS Form 1023 to File for Tax-Exempt and/or charitable status	Permanent
Letter of Determination Granting Tax Exemption	Permanent
By Laws	Permanent
Board Policies	Permanent
Resolutions	Permanent
Board Meeting Minutes	Permanent
Sales Tax Exemption Documents	Permanent
State Fundraising Registrations	Permanent
Tax or Employee Identification Number Designation	Permanent
Annual Corporate Filings	Permanent

Financial Records	
Annual Report	Permanent
Audits	Permanent
Chart of Accounts	Permanent
Financial Statements	Permanent
Fiscal Policies and Procedures	Permanent
General Ledger	Permanent
Budget Records	10 years
Contracts	10 years
Debt Records	10 years
Bank Deposit Slips	7 years
Business Expenses Documents	7 years
Cancelled Checks	7 years
Check Registers/Books	7 years
Investment Records (Deposits, Earnings, Withdrawals)	7 years
Invoices	7 years
Property/Asset Inventories	7 years
Insurance Policies/Certificates	6 years
Credit Card Receipts	3 years
Purchase Records (with Petty Cash and Credit Card)	3 years

Chicago Corporate Office
6776 N Northwest Hwy, Suite 1D
Chicago, IL 60631

(773) 657-3269

Dubuque Office
900 Jackson St, Suite LL5-2H
Dubuque, IA 52001

CompassToCare.org



The Mike & Sandy Ernsdorff
Childhood Cancer Foundation

Helping kids fight cancer, one trip at a time.

Tax Records	
Annual Tax Filing for the Organization (IRS Form 990 in the USA)	Permanent
Government Audits (State and Federal Agencies)	Permanent
Payroll Registers	Permanent
Filings of Fees Paid to Professionals (IRS Form 1099 in the USA)	10 years
Earnings Records	10 years
Payroll Tax Returns	10 years
Payroll Tax Withholdings	10 years
W-2 Statements	10 years
Payroll Records	3 years from termination

The Document Retention & Destruction Policy was approved by the Board of Directors on January 8, 2011
Revision date February 18, 2016

Approved by Board May 20, 2016.

Chicago Corporate Office
6776 N Northwest Hwy, Suite 1D
Chicago, IL 60631

(773) 657-3269

Dubuque Office
900 Jackson St, Suite LL5-2H
Dubuque, IA 52001

CompassToCare.org